

Creating and Managing your ADWR electronic online Annual Reports (eAR)

Where to go

First time user

To setup an account

Already have a password (Logging into the online reporting tool)

Would you like to change your password?

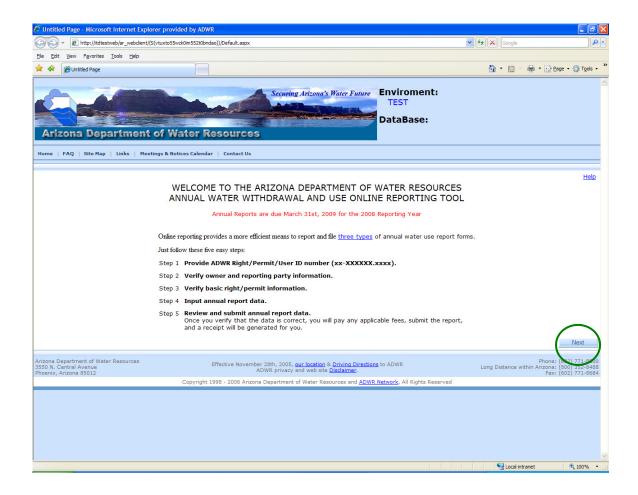
Did you forget your password?

Login to the Online Annual Reporting Tool

www.azwater.gov/eAR

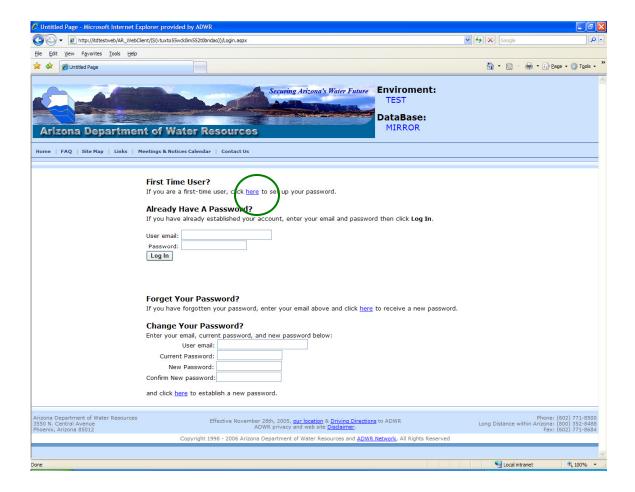
Verify that you have all the information required prior to entering into the online reporting forms.

Click Next



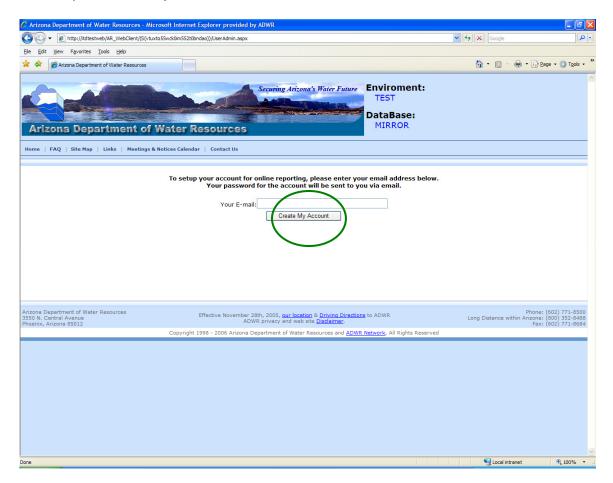
First time user?

To create a new password, click on "here"



To setup your account

Enter your email address and click Create My Account – this will automatically send a password to your email address



The email message you receive will contain your temporary password:

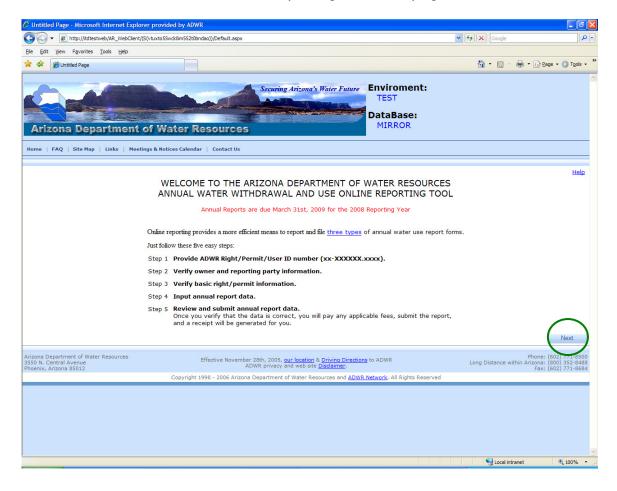
Thank you for signing up to Arizona Department of Water Resources Online Annual Reporting.

Your temporary password is: xxxxxx

You will have the option to change your password after logging in with your temporary password. Your new password must contain a minimum of 8 characters.

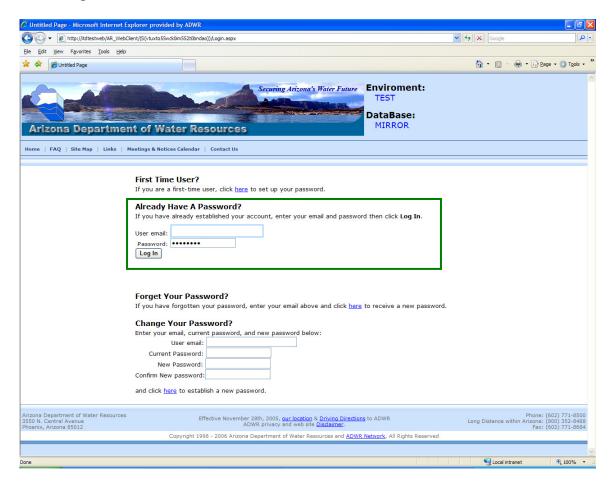
There is a limit of 4 incorrect tries before your account is locked out.

You are then returned to the online reporting tool homepage. Click **NEXT**



Already have a password?

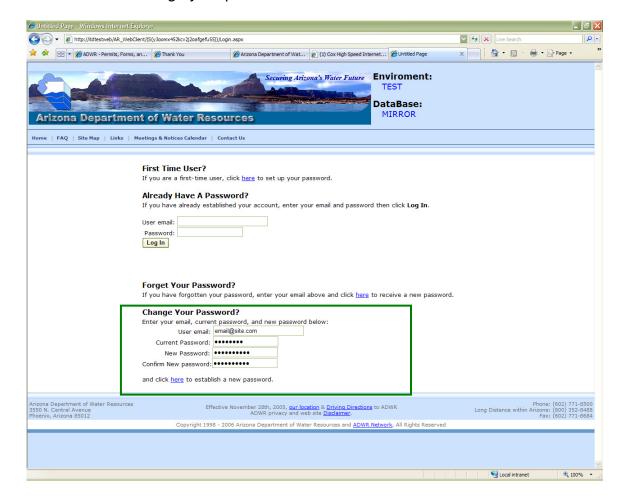
Once you have received a password, enter your email address and password. Click ${f Log\ In}$ to enter the .



Would you like to change your password?

You may change the password that was emailed to you. Your new password must contain a minimum of 8 characters.

Click HERE to change your password.



A message will appear stating your password has been changed and ask you to login with new password.

Did you forget your password?

Enter your email in the user email block under the Already Have A Password and click HERE under Forget Your Password? You will be sent an email with a new password.

